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NUCLEAR WASTE MANAGEMENT PROGRAM PROCEDURE

NP 2-1 QUALIFICATION AND TRAINING Revision 6

| Effective Date: | 03/13/03 |
|-----------------|----------|
|-----------------|----------|

Author: Kathleen Byle Original signed by Kathleen Byle 03-13-03 (printed name) (signature) date

1.0 Purpose and Scope

This procedure prescribes the process to be followed to ensure individuals working to the SNL WIPP QA program, i.e. individuals within the Nuclear Waste Management Program (NWMP), are qualified and/or trained to perform their assigned tasks.

Acronyms and definitions for terms used in this procedure may be found in the NWMP Glossary located at the Sandia National Laboratories (SNL) NWMP On-line Documents web site.

2.0 Implementation Actions

Each NWMP manager is responsible for ensuring individuals under his/her supervision are properly qualified and trained to perform assigned tasks. This responsibility includes determining and documenting job-specific technical qualification requirements and training expectations for each individual. Training on NWMP Quality Assurance (QA) programmatic requirements is the responsibility of the NWMP QA Lead.

Each individual working within the NWMP is responsible for using correct and current procedures, as applicable, when performing work.

2.1 Qualification of Individuals

NWMP managers shall ensure that each individual working for them is qualified to perform the duties of their assigned job/position. To begin the qualification process, the responsible manager initiates a Form NP 2-1-1, Qualification and Training Form, (see Appendix A) ensuring the employee's personal information is entered in Section I.

2.1.1 Job Description

It is important that the responsible manager evaluate the position to which the individual will be assigned, and determine the minimum skills, knowledge, and proficiencies required to perform properly in that position. This "Job Description" is defined in Section II of Form NP 2-1-1 by listing the following information:

- Job Title
- Minimum education, experience, and training required for the position
- Primary tasks the individual will perform

2.1.2 Job Specific Training Required for the Position

The responsible manager shall identify, in Section III of Form NP 2-1-1, any unique job-specific training requirements which need to be completed by the employee. This might include reviewing relevant NWMP Test Plans, Analysis Plans, SPs, regulatory requirements, or scientific and technical procedures.

2.1.3 Employee Qualifications

The employee shall document his/her qualifications to hold the position by listing job-relevant education, experience, and training in Section IV.

2.1.4 Verification of Employee Qualifications

A critical step in ensuring that an appropriately qualified and trained individual is assigned to each position, is the evaluation and verification of the employee's qualifications. The manager must ensure that the individual has met or exceeded minimum requirements including the necessary education, experience, and training as defined in Section II Form NP 2-1-1. For Sandia National Laboratories employees, the responsible manager shall verify this information through the Sandia National Laboratories Human Resources Department.

After ensuring that Sections I-IV of Form NP 2-1-1 have been completed as described above, the employee's responsible NWMP manager signs in Section V (c). The manager's signature in Section V(c) certifies that the qualifications listed in Section IV of Form NP 2-1-1 satisfy the requirements listed in Sections II and III.

Each individual completing Form NP 2-1-1 shall sign Section V (a) indicating that the information he/she has provided is correct and that all assigned training, including QA program training, has been completed.

2.1.4.1 Non-Sandia employees

An individual, from the non-Sandian's company, capable of verifying qualification information shall sign item Section IV(b). This signature indicates that the information provided in Section IV is accurate and factual. This verification of a non-Sandian's qualifications shall be documented by the person performing the verification in Section V(b). After that is completed, the responsible NWMP manager shall sign Section V(c).

Upon completion of Form NP 2-1-1, the responsible NWMP manager shall submit the form to the record center. The responsible manager then informs document control (e.g. email, memo, etc) of the addition of the new individual and their email for purposes of document control.

2.2 Training

2.2.1 Initial Training

NWMP managers shall ensure that individuals new to the NWMP receive initial training consisting of the following:

- a summary of job responsibilities;
- an overview of the Nuclear Waste Management Program procedures, focusing on procedures applicable to their assigned job;
- identification of applicable codes, standards, regulations, and other implementing documents applicable to the job.

NWMP QA training may be completed by: attending classroom training, receiving one-on-one instruction, or viewing the Web-based QA slide show. All training methodologies and media must be updated on an annual basis.

Additional training identified by the responsible manager as necessary to perform a specific job, shall be documented by the manager in Section III of Form NP 2-1-1. Examples of additional training include:

- Project-specific technical training.
- Knowledge of the content of project/activity related analysis plans, test plans, or procedures.

The individual's manager determines the content and method of training most appropriate for each individual. The individual verifies completion of the assigned Initial Training by completing Section V(a) of Form NP 2-1-1.

Note: Completion of Form NP 2-1-1 is required before beginning work subject to quality assurance requirements.

External Reviewers are defined as individuals external to the NWMP who provide short-term support for specific document reviews. These are the only individuals not required to receive NWMP QA Program training defined above prior to beginning work on NWMP activities. External Reviewers shall, as a minimum, read NP 6-1 (Document Review Process) and complete Form NP 2-1-1 prior to starting work. The NWMP manager or Principal Investigator (PI) responsible for the External Reviewer shall determine the need for additional training based on the scope of work, and assign this to the External Reviewer by completing Section III of Form NP 2-1-1.

2.2.2 NMWP QA Training

Individuals performing work for the NWMP, with the exception of External Reviewers, shall receive NWMP QA Program Training on an annual basis. Training shall be provided by the NWMP QA organization, and include an overview of NWMP QA requirements and procedures. Additionally, any QA implementation actions identified as weak areas by the QA staff shall receive special emphasis and explanation. NWMP QA Training may be completed by:

- Attending a classroom session,
- Receiving one-on-one training,
 Note: For both classroom training and one-on-one instruction, the instructor completes
 Section I of Form NP 2-1-1 and submits to the record center after attendee(s) sign Section II.

Viewing of Web-Based slide presentation found on document control web page
Note: Concurrence from a QA staff member is required in Section I when web-based training
has been completed. QA staff member signs as instructor after verifying training has been
completed. See Flowchart Appendix E.

2.2.3 New or Revised Procedure Training

As specified in NP 5-1 (Implementing Procedures), the author of a new procedure or procedure revision shall determine if training is required, and document this decision on Form NP 5-1-1 (Procedure History and Review/Approval) under the "Training Determination" header. Responsible managers will be notified by Document Control of new and revised procedures requiring training.

When training is required for a new or revised procedure, it is the Sandia National Laboratories manager's responsibility to ensure individuals working for him/her are trained on new or revised procedures applicable to their scope of work. This may be accomplished through personal instruction, classroom training, or other appropriate means. This training shall be documented on a Form NP 2-1-2, and this form shall be submitted.

2.2.4 Documentation of Training

Form NP 2-1-2 is used to document training (classroom, one-on-one, web-based). The instructor completes Section I, providing a description of the training. Each individual attending the training signs in Section II. Upon completion of the training, the instructor submits Form NP 2-1-2 to the record center. Form NP 2-1-2 is used to document Annual NWMP QA Program training. Form NP 2-1-2 is also used to document continuing education, on the job training, and other job related training.

2.2.5 Annual Assessment of Qualification and Training

On an annual basis, the QA lead provides NWMP managers with a list a staff in their departments for review. Managers then take action to update any staff member's qualification and training form if significant changes (job scope, advanced degree earned, etc.) have occurred.

3.0 Records

The following QA records, generated through the implementation of this procedure, shall be prepared and submitted to the WIPP Records Center in accordance with NP 17-1 (Records):

| | QA Record | <u>Preparer</u> | Records Submitter |
|---|---------------|---------------------------------|-------------------------|
| • | Form NP 2-1-1 | Individual or SNL Manager | Responsible Manager |
| • | Form NP 2-1-2 | Trainer or Training Participant | Trainer/QA Staff Member |

4.0 Appendices

Appendix A: Qualification and Training Form, Form NP 2-1-1

Appendix B: Training Record, Form NP 2-1-2

Appendix C: Qualification and Training Flow Chart

Appendix D: Flow Chart for Class Room and One-on-One Training

Appendix E: Flow Chart for Web Based Training

Appendix A

NUCLEAR
WASTE
Sandia MANAGEMENT
National PROGRAM
Laboratories

Qualification and Training Form

Form Number: NP 2-1-1

Page 1 of 1

| Section I Employee Personal Information | | | | |
|--|---|--|--|--|
| a. Name: | | | | |
| Phone: () Fax: | () E-mail: | | | |
| b. Contractor Additional Information: | | | | |
| Employer: Employer's phone #: () | Employer's Address: | | | |
| c. Check the applicable answer: | _ | | | |
| | □ No | | | |
| Section II Job Description (to be completed by SNL | Manager) | | | |
| | NP 6-1. This must be completed prior to signing in section V. | | | |
| b. Minimum Requirements of the Position (e.g., Ph.D. in C Education: | Geology with experience in rock mechanics and use of mass spectrometer) | | | |
| Experience: | | | | |
| Training: | | | | |
| c. Primary job tasks for this position (describe exactly what | at the individual will be doing in this position) | | | |
| Section III Job Specific Training Required for the Position (to be completed by SNL Manager) Note: For New employees, with the exception of External Reviewers, NWMP QA training is required,. a. List any procedures/documents which the individual must read and understand for this position (e.g. Test Plans, Analysis Plans, NWMP SPs, etc.) b. List any equipment or skills (such as a certain computer application) with which the employee must be proficient. The level of proficiency can be specified, e.g., expert, average, etc. | | | | |
| Section IV Employee Qualifications (to be complete | ted by Employee) | | | |
| Summarize your education and experience which qualified | d you for the above position. | | | |
| a. Education (Academic degrees and schools) | | | | |
| b. Experience (past work related to this position) | | | | |
| Section V Signatures a. Employee: I certify that the information in Section IV is factual, that I have completed QA Program Training, and all other assigned training. | | | | |
| (Printed Name) | Signature Date | | | |
| b. Non-Sandian Verifier: I have verified that the information in Section IV is factual. [Note: SNL employees leave Section V(b) blank] | | | | |
| (Printed Name) | Signature Date | | | |
| c. Manager: (sign for both SNL Employees and Contractors) I have evaluated the education, experience, and training of this employee and certify that he/she is qualified to perform the duties of this position. Note: Notify Document Control | | | | |
| (Printed Name) | Signature Date | | | |

Appendix B

NUCLEAR WASTE Sandia MANAGEMENT National PROGRAM Laboratories

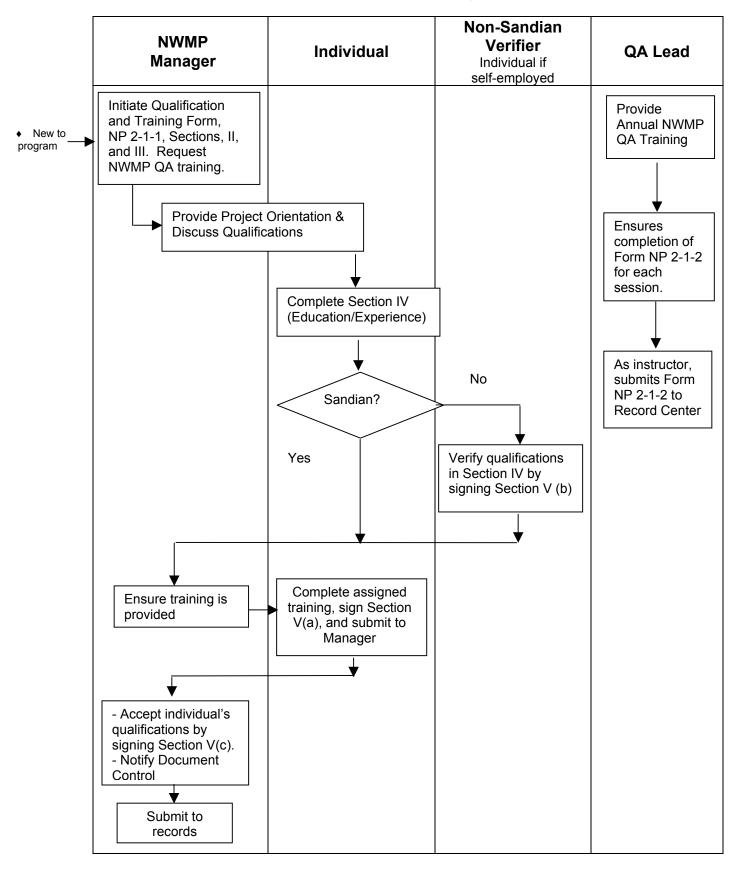
Training Record

Form Number: NP 2-1-2

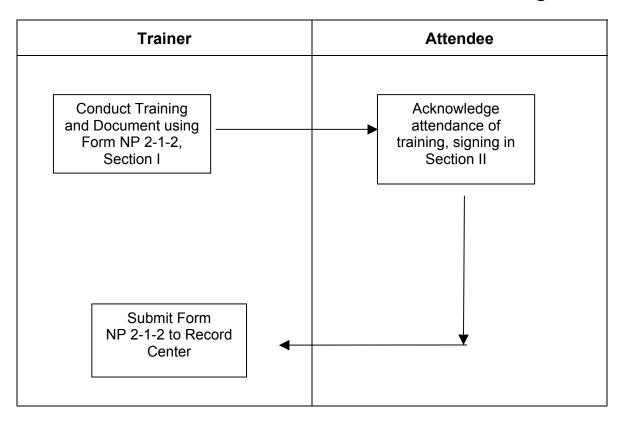
Page 1 of _____

| • | | | | | |
|---|-----------------------|-----------------|--|--|--|
| Section I | | | | | |
| Instructor: | | | | | |
| (N/A for web-based) Print | Signature D | ate of Training | | | |
| Method of Training (Check one if QA, N/A for classroom one-on-one web-based QA Concurrence for Web-Based (N/A for other | | | | | |
| Print | Signature | Date | | | |
| Type of Training: | | | | | |
| Brief description of material covered: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Section II Roster of Attendees | | | | | |
| Printed Name of Attendee (Last Name, First Name, Middle Initial) | Signature of Attendee | Organization | | | |
| 1 | | | | | |
| 2 | | | | | |
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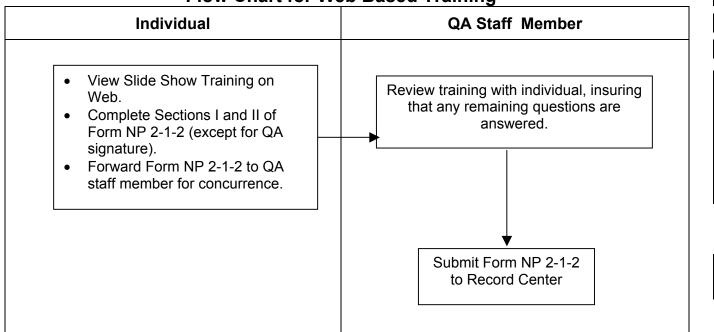
Appendix C Qualification and Training Flow Chart



Appendix D Flow Chart for Class Room and One-on-One Training



Appendix E
Flow Chart for Web Based Training



Qualification and Training NP 2-1
Revision 6

Revision 6 Corporate Notice

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